

**P/T Schools Worker**

**Hours of work:** 22.5 hours per week

Tuesday – Thursday (could be flexible)

**Salary:** £20,210 per annum, (pro-rata for part-time staff)

**Holiday Entitlement**: 5 weeks per annum pro-rata + bank holidays (please note that due to the nature of this job, where possible, Annual Leave should be taken in the school holidays).
There are sometimes opportunities to work outside your contracted hours. We operate a TOIL system where any hours worked outside your contract can be taken back at another time.

**Reporting Relationship:** To the Manager of the Schools and Youth Team

**Responsible for Managing:** None

**Location:** 132 Portland Road Hove and in local schools. Should future operational requirements dictate, the job holder may be required to work at other locations in Brighton and Hove.

**Job Title:** P/T  Schools Worker

**Job Objectives:** To be part of a team supporting schools in Brighton and Hove and the surrounding district by providing Christian clubs, safe space clubs, Prayer Spaces, one to one mentoring, groupwork and online resources.

**Main duties**

* To be part of a team that provides Christian clubs, safe space clubs, Prayer Spaces, one to one mentoring, groupwork and online resources.
* To support the manager in developing new initiatives to meet the social and spiritual needs of children and teenagers not currently being met by other groups
* On a continual basis, review the delivery of the service to ensure it continues to meet the needs of local schools in line with Off The Fence’s Christian ethos and aims and objectives. To support the implementation of change whenever necessary
* As part of the team to be responsible for the development of the Schools Team’s overall image, fostering good relationships with local schools and relevant agencies.

**Other duties**

* To attend regular supervision, prayer and team meetings
* To ensure that safeguarding and legal obligations are met
* To deliver occasional assemblies
* Help to run Christians in Education events throughout the year
* Help run residential retreats.

**Person specification**

**Essential:**

* Willingness to work within the ethos of Off The Fence
* Ability to work as part of a team
* Ability to work using your own initiative
* Good people skills
* Experience with young people
* Good written and verbal communication skills
* Basic IT skills eg using Microsoft Word, Excel, Publisher, Powerpoint, Outlook
* Driving license and access to a car
* Ability to work to deadlines
* Good timekeeping.

**Desirable:**

* Creative skills
* Schools work / youth work / teaching experience
* Additional IT skills e.g. designing flyers / making videos
* Experience of working in a school environment
* Experience of running a Prayer Room
* Event management experience
* Experience running residential trips for young people

**Subject to review**

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.



**Person specification**

**Essential:**

* To formally agree with the Christian statement of faith that has been adopted by OTF
* Ability to work as part of a team
* Ability to work using your own initiative
* Good people skills
* Ability to express the love of Jesus appropriately to young people in a school setting
* Experience with young people
* Good written and verbal communication skills
* Basic IT skills eg using Microsoft Word, Excel, Publisher, Powerpoint, Outlook
* Driving licence and access to a car
* Ability to work to deadlines
* Good timekeeping.

**Desirable:**

* Creative skills
* Schools work / youth work / teaching experience
* Additional IT skills e.g. designing flyers / making videos / social media
* Experience of working in a school environment
* Experience of running a Christian Prayer Room
* Event management experience
* Experience running residential trips for young people

**Subject to review**

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